



Transportation Reports



School Finance
Arizona Department of Education



Agenda

- Transportation External Guidelines
- Deadlines and Governing Statutes
- How to Complete your Transportation Route Report
- Questions



External Guidelines



- What is an eligible student?
- How do we calculate eligible students?
- How do we calculate daily route mileage?
- How do we track route miles?
- How are we supposed to report dead head mileage?
- How are we supposed to report contracted route miles?
- What is a route?

School Finance Transportation External Guideline:

<http://www.azed.gov/finance/files/2014/06/sf-0002-transportation-guideline-issued-7-1-14.pdf>

Deadlines and Governing Statutes

● Deadlines:

- **Transportation Route Report is due within 12 days after the 100th day of instruction**
- **Vehicle Inventory Report is due on or before July 15th immediately following the fiscal year end**

Check our School Finance [Hot Topics](#) and Calendar on our website for deadlines and reminders

Arizona Revised Statutes:

[§15-816.01 Open Enrollment, Free/Reduced Lunch, Special Needs](#)

[§15-921 Pupil Transportation](#)

[§15-922 Duties of School District](#)

[§15-923 Contracts for Transportation](#)

[§15-945 Transportation Support Level](#)

[§15-946 Transportation Revenue Control Limit](#)

Define a Route



- **Daily route mileage**, as defined in A.R.S. § 15-901, includes the total number of miles necessary to transport on a school bus eligible students from and to their residence. The distance traveled on public transportation by eligible students, including those who have been given bus tokens or passes, may not be included as route mileage.
 - “Dead head mileage” for the purpose of leaving or returning to a bus storage facility as part of a regular daily route, may be included in route miles. “Dead head mileage” for the purpose of training, storage, maintenance, or any other purpose which is not a part of a regular daily route shall not be included in route miles but shall be accounted for as other non-route miles, which are not eligible for funding from ADE. Additionally, no mile may be reported as a route mile by more than one school district. For example, a school district shall not report the same contracted route miles for eligible students as the transporting school district reports.

Transportation Route Report

- Due by the 12th day after your 100th day of school



Location of Route Report



ARIZONA DEPARTMENT
OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Common Logon Application Menu

- ◆ Student Detail Application Console
- ◆ Student Detail Data Interchange
- ◆ Student Detail Reports
- ◆ Student Detail Transaction History
- ◆ **Transportation Routes**
- ◆ Vehicle Inventory

Change Profile

Logout

Accessing your Routes Report

Route Status Page - Make sure you are in the correct Fiscal Year

Select **Actual Route Miles Form**

**ARIZONA DEPARTMENT
OF EDUCATION**

Transportation Route Report

Available Fiscal Years: 2014 [Change Fiscal Year](#)

[Routes Status Page](#)

[Actual Route Miles Form](#)

[Estimated Route Miles Form](#)

[Other Route Information](#)

[Contracted Miles Form](#)

[Reports](#)

[Help](#)

[Common Logon](#)

[Menu](#)

[Logout](#)

Transportation Route Report for Bisbee Unified District for Fiscal Year 2014

When you have completed all of the [sections](#), please check the box below and click on Create Edit/Update Report.

Section	Completed?	Submitted?
Actual Route Miles Form	Yes	Yes
Estimated Route Miles Form	Yes	Yes
Other Route Information	Yes	Yes
Contracted Miles	Yes	Yes

☒ Route report completed 5/21/2014 9:39:25 AM. If you make changes to any part of the route report, you'll need to come back and re-check this box.

[Create Edit/Update Report](#)

[Create Transportation 55-1 Report](#)

[Create Transportation 40-2 Report](#)

Please do not create Trans40-2 report until after Vehicle Inventory is submitted.

Entering Actual Miles – Eligible Students

Actual Miles for First 100 Days

Only Type 03 Districts Answer Question 9

Actual Miles for First 100 Days	Miles	Number of Daily Routes	Students Transported to School Daily	
			Eligible	Non Eligible
1. Routes operated by district to transport <u>eligible</u> regular students to and from school:	0	0	0	0
2. Routes operated by district to transport <u>eligible</u> students requiring specialized transportation to and from school:	0	0	0	0
3. Routes operated by district to transport homeless students to and from school:	0	0	0	
4. Contracted routes to transport eligible regular students to and from school:			0	
5. Contracted routes to transport eligible students requiring specialized transportation to and from school:			0	
6. Contracted routes to transport homeless students to and from school:			0	
7. Total (lines 1 through 6):			0	0
8. Routes operated by districts exclusively for transporting non-eligible students to and from school:	0	0		0
9. Routes operated for RESIDENT high school students transported by the district they attend:	0	0		0
10. Total (lines 7 through 9):	0	0	0	0
			Miles	
11a. Actual route miles traveled in July and August of 2013 to transport handicapped students for extended school year:			0	
12a. Actual contracted miles traveled in July and August of 2013 to transport handicapped students for extended school year:			0	

What is an eligible student?

How do I calculate my eligible students?

Define an Eligible Student



- Who is an eligible student?
 - Whose place of actual residence is within the district, except students for whom a transportation fee is charged
 - For common school students, whose place of residence is more than one mile from the school of attendance
 - For high school students, whose place of residence is more than one and one-half miles from the school of attendance
 - Who are actually transported by the school district on a school bus



Calculate Eligible Student



- To determine the number of eligible students:
 - Pick 25 days and count the eligible students that were transported that day
 - Count the students in the morning AND the afternoon and divide by 2
 - Now add up all of counts, after you have divided by 2, and then divide by 25



Entering Actual Miles – McKinney Vento

Actual Miles for First 100 Days

Only Type 03 Districts Answer Question 9

Actual Miles for First 100 Days	Miles	Number of Daily Routes	Students Transported to School Daily	
			Eligible	Non Eligible
1. Routes operated by district to transport eligible regular students to and from school:	0	0	0	0
2. Routes operated by district to transport eligible students requiring specialized transportation to and from school:	0	0	0	0
3. Routes operated by district to transport homeless students to and from school:	0	0	0	
4. Contracted routes to transport eligible regular students to and from school:	0	0	0	
5. Contracted routes to transport eligible students requiring specialized transportation to and from school:			0	
6. Contracted routes to transport homeless students to and from school:			0	
7. Total (lines 1 through 6):			0	0
8. Routes operated by districts exclusively for transporting eligible students to and from school:				0
9. Routes operated for RESIDENT high school students by the district they attend:				0
10. Total (lines 7 through 9):	0	0	0	0
				Miles
11a. Actual route miles traveled in July and August of 2013 to transport handicapped students for extended school year:				0
12a. Actual contracted miles traveled in July and August of 2013 to transport handicapped students for extended school year:				0

What is a McKinney Vento student?

We use our white fleet to transport MKV students, can I report my white fleet miles?

Save and Next >>

Define McKinney Vento Students

- Homeless students, defined as children and youth who are lacking a fixed, regular and adequate nighttime residence and remaining enrolled in their “school of origin”
- Transportation is provided to & from the “school of origin.”

Frank Migali, MBA

State Coordinator for Homeless Education

Phone: 602-542-4963

Email: frank.migali@azed.gov

<http://www.azed.gov/populations-projects/home/homeless/>

Entering Actual Miles – Contracted Miles

Actual Miles for First 100 Days

Only Type 03 Districts Answer Question 9

Actual Miles for First 100 Days	Miles	Number of Daily Routes	Students Transported to School Daily	
			Eligible	Non Eligible
1. Routes operated by district to transport eligible regular students to and from school:	0	0	0	0
2. Routes operated by district to transport eligible students requiring specialized transportation to and from school:	0	0	0	0
3. Routes operated by district to transport homeless students to and from school:	0	0	0	
4. Contracted routes to transport eligible regular students to and from school:	0	0	0	
5. Contracted routes to transport eligible students who require specialized transportation to and from school:	0	0	0	
6. Contracted routes to transport homeless students to and from school:	0	0	0	
7. Total (lines 1 through 6):	0	0	0	0
8. Routes operated by districts exclusively for transport of eligible students to and from school:				0
9. Routes operated for RESIDENT high school students by the district they attend:				0
10. Total (lines 7 through 9):			0	0
				Miles
11a. Actual route miles traveled in July and August:				0
12a. Actual contracted miles traveled in July and August of 2013 to transport handicapped students for extended school year:				0

What are contracted miles?

Can I reimburse a parent for transporting their child?

Save and Next >>

Define Contracted Miles



- **A contracted route** is a route for which a district reimburses a private party, political subdivision, or a common or contract carrier to bring an eligible student from his/her residence to a school
 - A student for whom transportation is required within an IEP or other identified 504 disability that either requires a specialty vehicle for transportation or
 - A school district has determined that it is difficult to provide reasonable transportation to and from school for the student.
 - For up to 15 miles in each direction if road conditions and terrain make driving a school bus slow or hazardous.

One mile means ONE MILE!

If a contractor charges you one mile per student and carries 5 students 10 miles, you would report to us 10 miles. Not the 50 miles you are being charged

Entering Actual Miles – SPED ESY Miles

Actual Miles for First 100 Days

Only Type 03 Districts Answer Question 9

Actual Miles for First 100 Days	Miles	Number of Daily Routes	Students Transported to School Daily	
			Eligible	Non Eligible
1. Routes operated by district to transport eligible regular students to and from school:	0	0	0	0
2. Routes operated by district to transport eligible students requiring specialized transportation to and from school:	0	0	0	0
3. Routes operated by district to transport homeless students to and from school:	0	0	0	
4. Contracted routes to transport eligible regular students to and from school:			0	
5. Contracted routes to transport eligible students requiring specialized transportation to and from school:			0	
6. Contracted routes to transport homeless students to and from school:			0	
7. Total (lines 1 through 6):			0	0
8. Routes operated by districts exclusively for transport of eligible students to and from school:				0
9. Routes operated for RESIDENT high school students by the district they attend:				0
10. Total (lines 7 through 9):	0	0	0	0
			Miles	
11a. Actual route miles traveled in July and August of 2013 to transport handicapped students for extended school year:			0	
12a. Actual contracted miles traveled in July and August of 2013 to transport handicapped students for extended school year:			0	

What miles should I report in this section?

What is the difference between ESY and Summer School?

Save and Next >>

Estimated Route Miles from 101-180 (200) Days

Estimated Miles For Days 101 to 180

Only Type 03 Districts Answer Question 9

Estimated Miles For Days 101 to 180	Miles	Number of Daily Routes	Students Transported to School Daily	
			Eligible	Non Eligible
1. Routes operated by district to transport eligible regular students to and from school:	18455	10	314	0
2. Routes operated by district to transport eligible students requiring specialized transportation to and from school:	1450	3	6	0
3. Routes operated by district to transport homeless students to and from school:	0	0	0	
4. Contracted routes to transport eligible regular students to and from school:	0	0	0	
5. Contracted routes to transport eligible students who require specialized transportation to and from school:	0	0	0	
6. Contracted routes to transport homeless students to and from school:	0	0	0	
7. Total (lines 1 through 6):	19905	13	320	0
8. Routes operated by districts exclusively for transporting non-eligible students to and from school:	0	0		0
9. Routes operated for RESIDENT high school students transported by the district they attend:	0	0		0
10. Total (lines 7 though 9):	19905	13	320	0
				Miles
11b. Estimated route miles traveled in June of 2014 to transport handicapped students for extended school year:				0
12b. Estimated contracted route miles traveled in June of 2014 to transport handicapped students for extended school year:				0

[<< Save and Back](#)
[Save and Next >>](#)

*A good rule of thumb for the estimated mileage is 80% of the actual mileage for the first 100 days.

Other Route Information



Enter any non-route miles such as:

- Students with bus tokens and bus passes
- Actual and estimated miles for academic, vocational education, athletic trips
- Other Purposes (maintenance and storage, “dead head” miles)
- Summer School (estimated miles)

Other Route Information		
Bus Tokens and Passes	Eligible Students	Annual Expenses
1. Bus Tokens:	0	0
2. Bus Passes:	0	0
Paved Road Miles		
Enter the total number of route miles traveled on paved roads during the first 100 days:		0
Other Non-Route Miles	Actual for First 100 Days	Estimated For Days 101 to 180
The miles in this section are non-route miles and are in addition to the miles already reported. If you contract all of your transportation, enter zeros in the following fields.		
1. Academic, vocational education and athletic trips:	0	0
2. Other purposes (maintenance, storage, etc.):	0	0
3. Summer School:		0
Districts Providing Transportation		

Open Enrollment



- Student whose residence is outside the school district, who is admitted through open enrollment to a school within the school district
 - Yes, limited to no more than 20 miles each way to and from the school of attendance or to and from a pickup point on a regular transportation route
- Students with residence outside the school district, who are admitted through open enrollment from an adjacent school district, and who meet the economic eligibility requirements established under the National School Lunch and Child Nutrition acts for free or reduced price lunches
 - Yes, for the actual total miles transported

Open Enrollment			
Of the 0 route miles reported, enter the number that are for Open Enrollment:		<input type="text" value="0"/>	
Of the 0 students transported, enter the number transported for Open Enrollment:		<input type="text" value="0"/>	
Unorganized Territory Miles	Students	Actual for First 100 Days	Estimated For Days 101 to 180
Unorganized Territory:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Contracted Unorganized Territory:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<< Save and Back		Save and Next >>	

Entering Contractor Information

Add, Edit or Delete a contractor who transports students to and /or from school

Contracted Miles

If you reported that you had contracted miles to an outside party, please provide information about those contractors here.

If you reported item 12 on the Actual and Estimated Route Miles form, you will need to supply contractor information here.

No Contractors Entered

Contractor	Students	Actual Miles for First 100 Days	Estimated For Days 101 to 180	Action
------------	----------	---------------------------------	-------------------------------	--------

<< Back

Add Contractor

Important Note: The total contracted miles on this form must match what you entered on the Actual and Estimated Miles forms under Questions 4-6

Contractor Information Detail



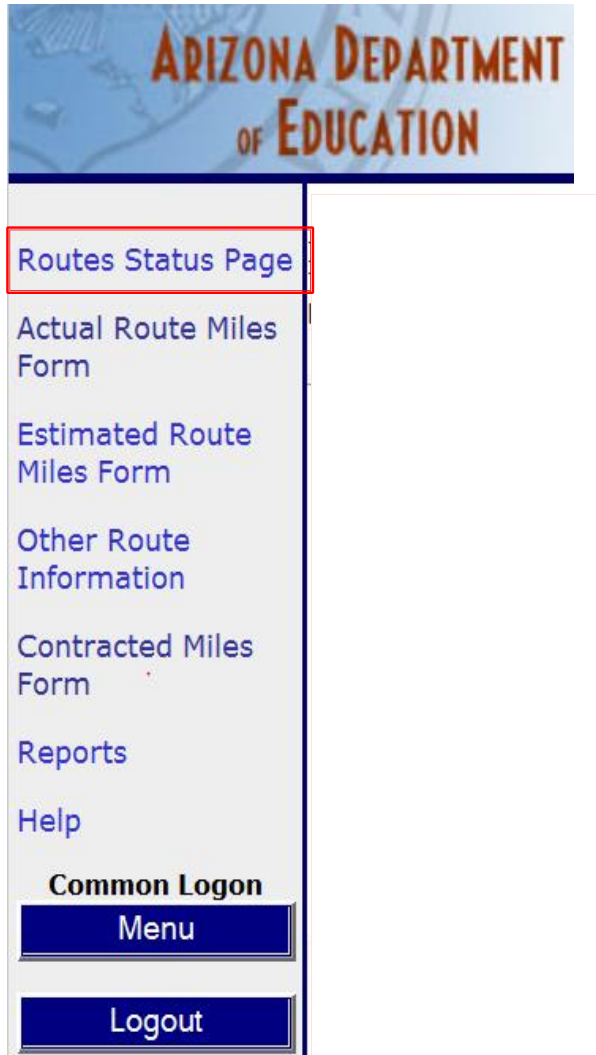
Enter Company Name or First and Last Name of the transportation contractor
Enter address and route information

Save Contractor

Name		Address		Routes Information	
Company Name:	<input type="text"/>	Address:	<input type="text"/>	Number of students transported:	<input type="text"/>
Prefix:	<input type="text"/>	City:	<input type="text"/>	Actual Miles for first 100 Days:	<input type="text"/>
First:	<input type="text"/>	State:	Arizona	Estimated For Days 101 to 180:	<input type="text"/>
Middle:	<input type="text"/>	Zip Code:	<input type="text"/>	<u>Extended School Year Miles for Transporting Handicapped</u>	
Last:	<input type="text"/>	Phone Number:	(<input type="text"/>) <input type="text"/> - <input type="text"/> ext:	Actual Miles for July and August 2013	<input type="text"/>
Suffix:	<input type="text"/>	E-Mail Address:	<input type="text"/>	Estimated Miles for June 2014	<input type="text"/>

[<< Back](#) [Add Contractor](#) [Save Contractor](#) [Cancel Changes](#)

Transportation Route Status



Select **Routes Status Page** from the menu to submit and generate your final Transportation Route Reports



Submitting the Route Report

Submit your data to generate your Transportation Report

CHECK THE BOX to submit data and click on **Create 55-1 Report** to generate report

Available Fiscal Years: 2014 [Change Fiscal Year](#)

Transportation Route Report for [redacted] District for Fiscal Year 2014

When you have completed all of the routes sections, please check the box below and click on Create Edit/Update Report.

Section	Completed?	Submitted?
Actual Route Miles Form	Yes	Yes
Estimated Route Miles Form	Yes	Yes
Other Route Information	Yes	Yes
Contracted Miles	Yes	Yes



Route report completed 2/28/2014 10:31:13 AM. If you make changes to any part of the route report, you'll need to come back and re-check this box.

[Create Edit/Update Report](#)

[Create Transportation 55-1 Report](#)

[Create Transportation 40-2 Report](#)

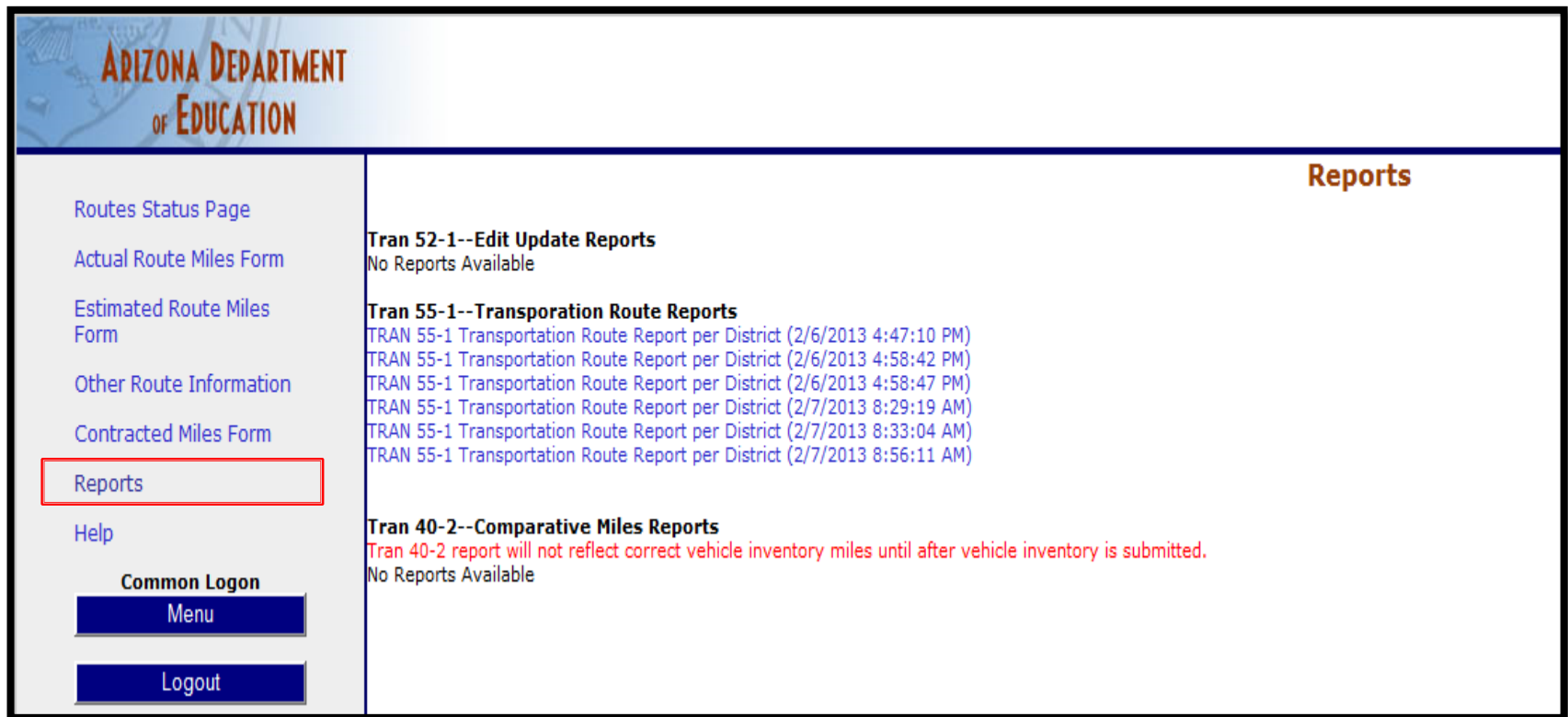
Please do not create Trans40-2 report until after Vehicle Inventory is submitted.

Important Note: If the tiny check box is not checked, the data **IS NOT** submitted to ADE and you **WILL NOT** get funding! Please make sure you check the box and generate the Create Edit/Update Report and Create Transportation 55-1 Report. The 40-2 is created after the Vehicle Inventory is submitted at the end of the fiscal year.

Location of Route Reports

Once the transportation reports have been generated, access your Reports from the menu

- Online at <http://www.ade.az.gov/Districts/EntitySelection.asp>



The screenshot shows the Arizona Department of Education (ADE) website interface. The header features the ADE logo. A left sidebar contains a menu with options: Routes Status Page, Actual Route Miles Form, Estimated Route Miles Form, Other Route Information, Contracted Miles Form, Reports (highlighted with a red border), Help, Common Logon, Menu, and Logout. The main content area is titled 'Reports' and displays three sections: 'Tran 52-1--Edit Update Reports' (No Reports Available), 'Tran 55-1--Transportation Route Reports' (listing six reports with dates and times), and 'Tran 40-2--Comparative Miles Reports' (No Reports Available, with a red warning message).

ARIZONA DEPARTMENT OF EDUCATION	
Menu	Reports
Routes Status Page	Tran 52-1--Edit Update Reports No Reports Available
Actual Route Miles Form	Tran 55-1--Transportation Route Reports TRAN 55-1 Transportation Route Report per District (2/6/2013 4:47:10 PM) TRAN 55-1 Transportation Route Report per District (2/6/2013 4:58:42 PM) TRAN 55-1 Transportation Route Report per District (2/6/2013 4:58:47 PM) TRAN 55-1 Transportation Route Report per District (2/7/2013 8:29:19 AM) TRAN 55-1 Transportation Route Report per District (2/7/2013 8:33:04 AM) TRAN 55-1 Transportation Route Report per District (2/7/2013 8:56:11 AM)
Estimated Route Miles Form	Tran 40-2--Comparative Miles Reports Tran 40-2 report will not reflect correct vehicle inventory miles until after vehicle inventory is submitted. No Reports Available
Other Route Information	
Contracted Miles Form	
Reports	
Help	
Common Logon	
Menu	
Logout	

Contact Information



Transportation Routes & Vehicle Inventory:

School Finance Main Line:

(602)542-5695 or
contact your [Account Analyst](#)

Payments:

sfpaymentteam@azed.gov

Budgets:

sfbudgetteam@azed.gov

